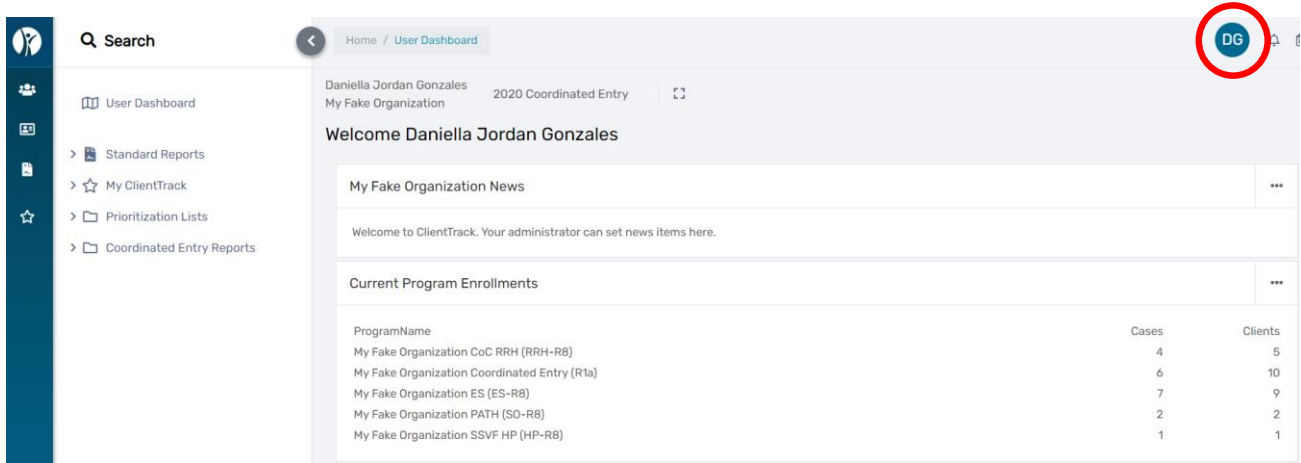# How to Print the VI-SPDAT

1. Login under the 2020 Coordinated Entry workspace. To check if you are successfully logged in under this workspace, click on your initials on the upper right hand corner as shown below.

2. Click on the **people icon to go to "Clients"**. Then, click on the **"Find Client"** tab as shown below.

3. Once you are in the client's dashboard, click on the **"Assessments"** tab on the left-hand white menu.

4. From the drop-down menu under "Assessments" click on **"SPDAT & VISPDAT"**, click on **"VISPDAT"** from the drop-down menu.

5. You will see a screen displaying the VISPDAT assessments for that client. **Click on the three dots and select "Edit/View"** from the drop-down menu.

6. **Click on the printer icon** at the upper right corner of the screen.

7. A pop-up window will appear. Inside the pop-up box click **on "Display the data in a format better suited for printing"** as shown below.
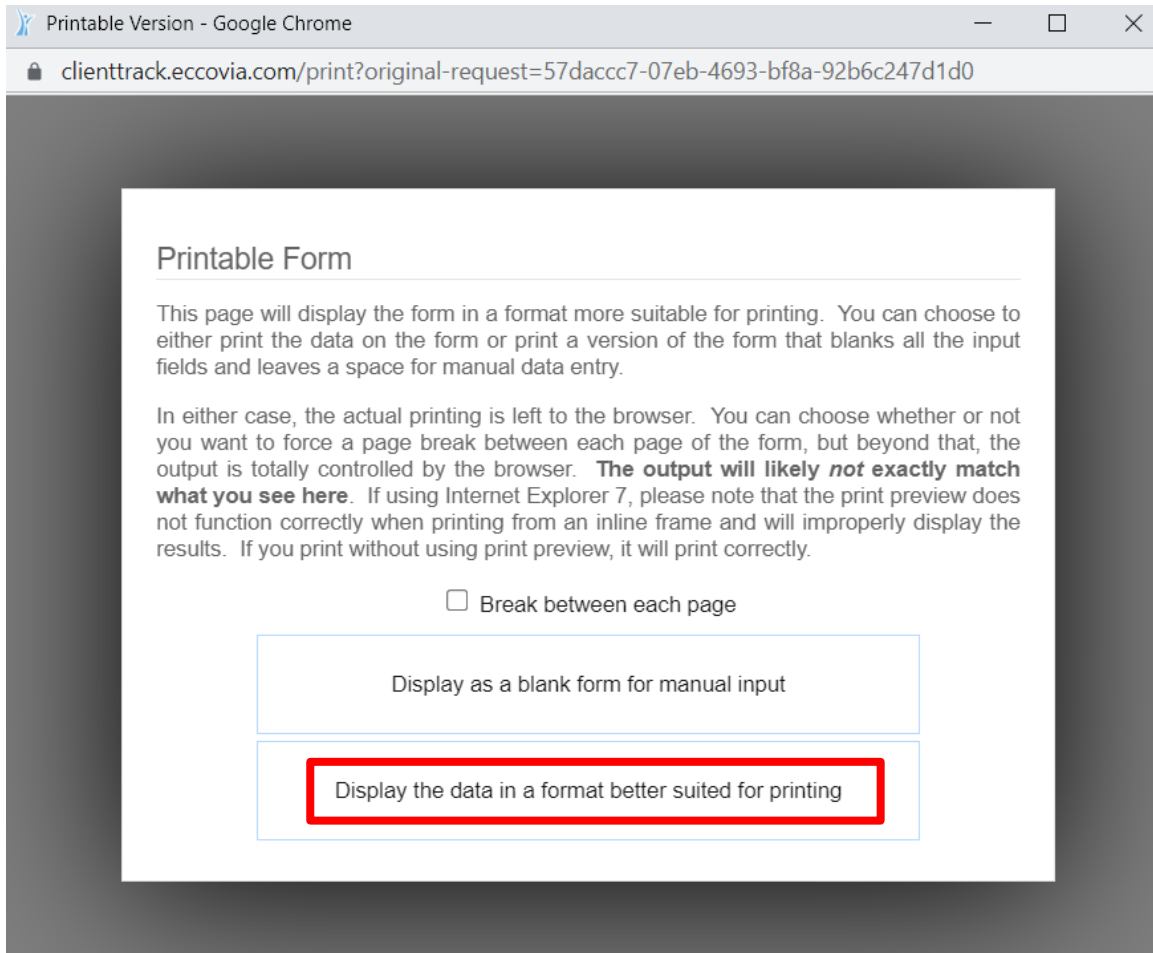
8. Once the printable version appears, click "Print" located in the upper right corner of the screen.

🔒 clienttrack.eccovia.com/print?original-request=57daccc7-07eb-4693-bf8a-92b6c247d1d0

Print

Family Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT) RM

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Interviewer's Name:	Test Test	
Agency:	My Fake Organization	☐ Team ☑ Staff ☐ Volunteer
Survey Date/Time:	* 11/06/2022 09:30 AM	Interview Location:
Assessment Level:	* Housing Needs Assessment	
Enrollment:	* 11/06/2022 - My Fake Organization Coordinated Entry (R1a)	
Assessment Contact Type:*	In Person	
Assessment Location:	* My Fake Organization	

PARENT 1

ClientID: 1048318

First Name: Gummy Last Name: Bear Language: Spanish

Birthdate: 02/26/2000 Age: 22 SSN: 312-98-0478 Consent to participate ☐ Yes ☐ No

Gender: Male

For additional assistance, please email your respective helpdesk at: HMISHelpDesk@ihcda.IN.gov or DVHelpDesk@ihcda.IN.gov